

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Planner (2 positions)

LOCATION: City of Ithaca - Department of Planning, Building, and Development

SALARY: \$43,484, with subsequent step increases to \$54,355

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for developing, implementing and managing municipal planning projects. The incumbent performs a variety of professional planning activities and services either as project manager or support staff for planning projects. The incumbent also conducts multifaceted research and analysis, community outreach, provides technical advice to municipal officials, and prepares applications for and administers grant funds. The work is performed under the general supervision of the Director of Planning and Development with considerable latitude allowed for the exercise of independent judgment in the performance of the work. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in planning or a closely related field with similar course curriculum; or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, architecture, public administration, engineering, environmental studies or a related field and one (1) year of full-time paid experience, or its part-time paid and/or volunteer equivalent, in municipal, community or regional planning; or
- C. An equivalent combination of training and experience as defined by limits of (a) and (b).

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

EXAM REQUIREMENTS: A civil service exam will be given at a later date.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- High school and/or college transcripts

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by Friday, February 23, 2018 to:

City of Ithaca
Human Resources Department
108 East Green Street Ithaca, NY 14850
(607) 274-6539
Website: www.cityofithaca.org



The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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